







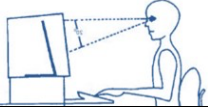



## Office Workstation Self-Assessment Form


This worksheet provides a framework for conducting a systematic review of your workstation to insure that it meets recommended guidelines set forth by Pace University EH&S. Use this guide to help identify issues with your work station and make appropriate adjustments. Contact EH&S with any questions.


Item	Response	If No, Suggested Action
<b>Chair</b>		
Are you familiar with possible chair adjustment mechanisms?	<input type="radio"/> Yes <input type="radio"/> No	Reference the user manual or manufacturer's website for information on adjusting the settings for the chair. Adjust settings to meet comfort needs.
Is chair seating height appropriate?	<input type="radio"/> Yes <input type="radio"/> No	Adjust height so feet are flat on floor or comfortably on a footrest (if needed). Thighs should be close to parallel with the ground with your hips and knees at the same height. 
Does the chair provide lumbar (lower back) support?	<input type="radio"/> Yes <input type="radio"/> No	Adjust the backrest position to 6-10" above the seat and forward 1-2" to allow for the backrest to make contact with the small curve in your lower back. 
Does the chair allow for sufficient space between the front of the chair and the back of the knee?	<input type="radio"/> Yes <input type="radio"/> No	The seat pan should be 15-17" to prevent contact with the back of the knee. Adjust the seat back in or out accordingly.
Are armrest (if present) set in a comfortable position?	<input type="radio"/> Yes <input type="radio"/> No	Upper arms should be kept in line with the torso, perpendicular with the floor and kept close to the body. Raise or lower the armrests accordingly.

<b>Keyboard &amp; Mouse</b>		
Are the keyboard and mouse kept at the same height as the elbows?	<input type="radio"/> Yes <input type="radio"/> No	Forearms, wrists, and hands to be straight and in-line (forearm at about 90 degrees to the upper arm). Adjust the keyboard height or seat height to maintain a neutral wrist posture. 
Is the keyboard positioned directly in front of you?	<input type="radio"/> Yes <input type="radio"/> No	Adjust workstation configuration so the keyboard is directly in front of body. 
Is the mouse placed as close to the keyboard as possible?	<input type="radio"/> Yes <input type="radio"/> No	Adjust workstation configuration. 



Do palm of hands and wrists avoid contact with hard or sharp edges when resting?	<input type="radio"/> Yes <input type="radio"/> No	Obtain a palm/wrist rest. The palm rests should be used for "micro-breaks" and not as a support while typing or using a mouse.	
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<b>Monitor</b>			
Is the top third of the monitor at or slightly below eyelevel?	<input type="radio"/> Yes <input type="radio"/> No	Adjust height of monitor or obtain a monitor stand/riser.	
If wearing bifocals, is the monitor set lower to prevent bending of head?	<input type="radio"/> Yes <input type="radio"/> No	Lower monitor.	
Can the monitor be read without tilting your head forward or backwards?	<input type="radio"/> Yes <input type="radio"/> No	Adjust angle of the monitor.	
Is the monitor positioned directly in front of you?	<input type="radio"/> Yes <input type="radio"/> No	Adjust configuration so the keyboard is directly in front of the body to prevent unnecessary twisting or turning. The monitor should be squared with the keyboard and directly in front of you.	
Is the screen positioned about an arm length from the body (18-24")?	<input type="radio"/> Yes <input type="radio"/> No	Move monitor back/forward or move chair back/forward.	
Are glare and other reflections minimized on the screen?	<input type="radio"/> Yes <input type="radio"/> No	Move the monitor so it is at 90° from window, cover windows, use glare screen, etc.	
Is the screen clean?	<input type="radio"/> Yes <input type="radio"/> No	Regularly clean your screen.	
Is the image on the monitor clear?	<input type="radio"/> Yes <input type="radio"/> No	Make adjustments to brightness, resolution, and etc. in control panel or on monitor directly.	
Are the words and images on the screen large enough to be easily read?	<input type="radio"/> Yes <input type="radio"/> No	Adjust font to larger size to reduce eye strain.	<input type="radio"/> Smaller - 100% (default) <input checked="" type="radio"/> Medium - 125%

<b>Desk/ Workstation</b>			
Is there sufficient clearance under desk for feet, knees, and legs under the desk?	<input type="radio"/> Yes <input type="radio"/> No	Rearrange under desk storage; adjust seat height.	
		Reposition frequently used items.	

Are frequently used items located in close proximity?	<input type="radio"/> Yes <input type="radio"/> No	
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**Workstation Accessories**

If working off paper documents, do you use a document holder when using your computer?	<input type="radio"/> Yes <input type="radio"/> No	Use a document holder to read printed materials while doing computer tasks. 
If using a document holder, is it positioned in close to the monitor?	<input type="radio"/> Yes <input type="radio"/> No	Position the document holder at about the same height and distance as the monitor.
Is lighting sufficient?	<input type="radio"/> Yes <input type="radio"/> No	If lighting is low and work involves reading documents, obtain a low glare task light. 

**Phone**

Is the phone positioned close to your workstation to avoid twisting and overreaching when answering and making calls?	<input type="radio"/> Yes <input type="radio"/> No	Move phone closer to work area.
If you use your phone for extended periods of time, do you use a headset or speakerphone?	<input type="radio"/> Yes <input type="radio"/> No	Avoid awkward postures like holding the phone between your head and shoulder. Headsets also allow for easier handling of documents when on the phone. 